

DA&M/WHIS SUMMARY SHEET

	TO	ACTION	Signature and Date	TO	ACTION	Signature and Date
1	WHS (A&PS)	COORD	<i>Freeman</i> 23 June 08	CCS	LOG IN	<i>KAP</i> 6/23/08
2	DDA&M	SIGN	<i>Freeman</i> 6-24-08	CCS	LOG OUT	<i>DKL</i> 6/24/08
3				COOR	REVIEW	<i>JK</i> 7/6/23
4				Disposition:		
5						
6						

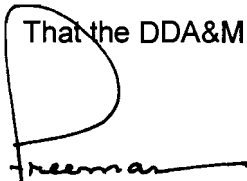
Name of Action Officer: Monica Coleman	Office: WHS (A&PS) (AS)	Phone: 601-6117	Control Number: N/A
Subject: Charter Renewal – National Security Education Board			Date: June 20, 2008

Summary:

- Pursuant to our new Instruction on federal advisory committees, the Principal Deputy Under Secretary of Defense (Personnel and Readiness) has requested that the charter for the National Security Education Board be renewed for two years (Tab B).
- Charters for federal advisory committees must be renewed every two years or the committee must cease operations; this holds true for both discretionary and non-discretionary advisory committees. DoD's renewal procedures in the past were questionable, so in the new Instruction we formalized the procedure by asking for justification through the DoD Sponsor and approval by the DA&M. Our procedural changes coincide with a more aggressive approach by the Committee Management Secretariat (CMS).
- The new charter for the National Security Education Board contains all current DoD GC and CMS guidance, and has been formally approved by both offices. All appropriate steps – DoD GC and CMS Review, Federal Register notices – have been taken. The current charter expires on July 27, 2008; thus the earliest we can file the charter is July 28, 2008.
- At Tab A is a proposed DDA&M memorandum advising Mr. Dominguez that the charter for the National Security Education Board is approved for renewal, and that the CMO will file the charter on July 28, 2008; we will hold the charter until that day when we will file it with the Library of Congress, the CMS and the appropriate congressional oversight committees.

RECOMMENDATION

- That the DDA&M sign the proposed memorandum at Tab A.


James D. Freeman II
Assistant Director, Administrative Services
Administration & Program Support

- Tabs
 A. Proposed DDA&M memo to PDUSD (P&R)
 B. OSD (P&R)/NSEP Memo, June 12, 2008

- OITP
 - 12-0 (memo only)
 - PDUSD
 - WHS 001867-08



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

JUN 24 2008

MEMORANDUM FOR MR. MICHAEL L. DOMINGUEZ
PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE
(PERSONNEL AND READINESS)


SUBJECT: Charter Renewal – National Security Education Board Charter Renewal

The charter for the National Security Education Board is approved for renewal. A notice has been published in the Federal Register announcing DoD's intention to renew the Committee's charter. My Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Providing adequate support to the advisory committee and its membership;
- (b) Ensuring that the committee members are appointed according to DoD policy, and that they do not serve on the committee until all personnel and ethics paperwork has been processed by the appropriate offices; and
- (c) Ensuring that the National Security Education Board is not unduly or inappropriately influenced by federal employees or any special interest.

If you should have any questions, please contact my Committee Management Officer, Frank Wilson, at 703-601-6100.


Michael L. Rhodes
Acting Director